# North Carolina Department of Public Safety Division of Juvenile Justice



# Copy Program Application-Agreement User Guide

Last Revised February 9, 2012

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A special thank you to the Governor's Crime Commission for financial support with this project.

#### **Document Overview**

NC ALLIES has incorporated a Copy feature for Programs to assist with data entry of new Fiscal Year Program Applications and Agreements. This user guide is intended for users who already have a user account and are working for/with a program who applied for Juvenile Crime Prevention Council (JCPC) funding during the previous fiscal year. If you do not currently have access NCID and NC ALLIES, please reference those user guides first.

#### **New Terminology**

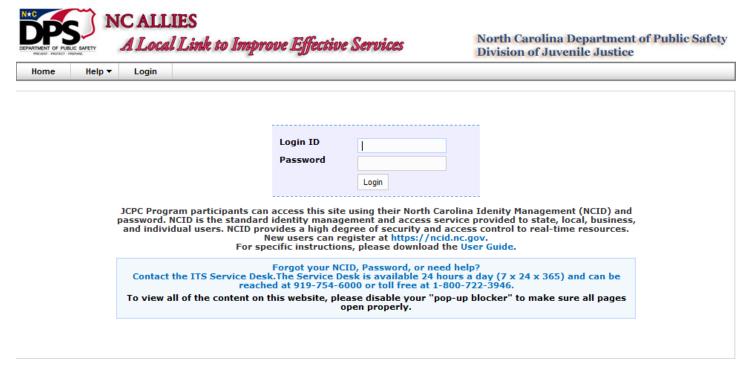
- o Program Application: This term refers to a Program Agreement that has been entered into NC ALLIES but has not yet been approved by the JCPC.
- o Program Agreement: A JCPC approved Program Application within NC ALLIES.
- o Draft: All Program Applications will be marked as DRAFT until they are officially submitted within NC ALLIES.

Formatting of Program Applications and Program Agreements is also different to help users identify where the Program is in the Approval process.

## Copying a Program Application-Agreement within NC ALLIES

#### Step 1 – Login into NC ALLIES

When a User logs into NC ALLIES, the screens are slightly different to allow for the new terminology. Upon accessing NC ALLIES, the login screen now appears as:



Copyright © 2011 The North Carolina Department of Public Safety, Division of Juvenile Justice (NC ALLIES, Version: 01.08.11) - Report Bugs or Request features

# Step 2 - Select Your Program

When a User logs in, the Program List screen appears. Click the **View** link to access the Copy Program Application feature.



Note: Beside the **Begin a Program Application** link there is a new link is in the menu bar labeled **My Programs** which will also display the list of Programs the User is associated with.

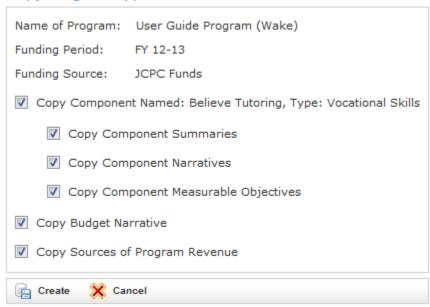
# Step 3 - Copy Program Application

The Program Information screen appears. Click the **Copy Program Application** link.



The Copy Program Application screen appears. Each check box is automatically selected for you. You can remove the check mark for any section or component you do not wish to copy.

#### Copy Program Application



Click Create.

#### Step 4 – Edit Your Program Application

The Program Application Information screen appears with the blue message advising: "Program Application successfully created".

#### Program Application Information



Click **Edit** to make any changes to the Program staff for the FY 2012-2013 at this point. This is also the time to update any demographic information which may have changed from last FY such as the address or phone number.

From this Screen you can also edit any of the Component Information for the new FY and/or Add Component. All Component Information and Budget Information have been copied from the last approved information entered in FY 2011-2012.

For the Prior Fiscal Year section, if you have only been funded for the current fiscal year and you are applying for year two funding, enter 0s for the Prior Fiscal Year numbers.

Remember to click **Save** on any pages you have changed information.

# Example of changes made:

*Total Component Cost:	\$ 14,200	*Total Component Cost:	\$ 16000
*Maximum Client Capacity:	10	*Maximum Client Capacity:	12
*Frequency of Client Contact Per Month:	15	*Frequency of Client Contact Per Month:	15
*Est. Number To Serve per Funding Year:	10	*Est. Number To Serve per Funding Year: 🗓	12
*Avg Length Stay (Days):	180	*Avg Length Stay (Days):	180
Prior Fiscal Year		Prior Fiscal Year	
*Admissions:	0	*Admissions:	10
*Court Referred Admissions:	0	*Court Referred Admissions:	6
*Law Enforcement Referred:	0	*Law Enforcement Referred:	6
11-12 data copied		data changed for 12-13	

Note: As Total Component Cost was changed in this example, so too will the Budget Narrative and Source of Revenue pages need adjusting. Upon saving the Budget Narrative adjustments, you can Print Preview the page.

	User Guide Program		FY 12-13
ltem#	Justification	Expense	In Kind Expense
120	Mentor- \$250 per month \$62.50 per week x4 weeks= \$3000 per year +1800 for new part time person	\$4,800	
120	Director- \$500 per month 102.50 per week x 4 weeks= \$8000 per year	\$6,000	
120	Program Coordinator \$256.67 per month \$64.17 per week x 4 weeks = \$3080 per year	\$3,080	
120	4 Volunteersproviding In Kind (service for Internship grade)		\$4,000
180	Salaries FICA 7.65% and Workman's Comp at 1.5%	\$1,105	
260	Supplies 1015 =84.58 x 12 months	\$1,015	
	TOTAL	\$16,000	\$4,000

Job Title	Annual Expense Wages	Annual In Kind Wages
program coordinator	\$3,080	
Mentor Supervise Participants	\$4,800	
Director oversee program operations supervise employees	\$6,000	
4 Volunteers providing In Kind (service for Internship Grade)		\$4,000
TOTAL	\$13,880	\$4,000

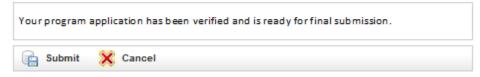
Form JCPC/PA 004 JCPC Program Application DRAFT Form structure last revised 01/09/2012 Department of Public Safety, Division of Juvenile Justice

Note: The page is marked Program Application and DRAFT in the footer section.

## Step 5 – Submit Your Program Application

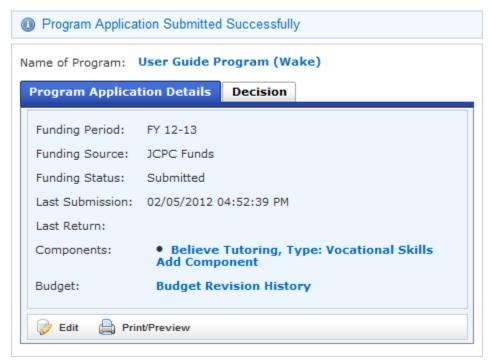
When you have completed your Budget Narrative and your Sources of Program Revenue, you will Submit your Program Application.

#### Submit Program Application



Click **Submit** and you will get the Program Application Submitted successfully message and you will be returned to the Program Application Information screen.

#### Program Application Information



After the Program Application is successfully submitted in NC ALLIES, the word draft will be removed from the document. Follow your local JCPC procedures for the printing and signature process. After the JCPC has made a decision on the application, your Division of Juvenile Justice Program Specialist/Area Consultant or Processing Assistant will enter the JCPC decision information. After this decision has been entered, NC ALLIES now recognizes that it is a Program Agreement. When printed, it will now read Agreement instead of Application.

## Copy Without Including All Components

In addition to copying the complete Program Application information as shown earlier; you can choose to deselect any check box. In this example, the Teen Court Component has been unchecked. Click Create and you will receive the Copy Component Confirmation message.

#### Copy Program Application

Continue

X Cancel



# Copy Component Confirmation The component listed below will be deactivated and will not be copied to the Program Application for the new funding period. Click Continue to deactivate these Components for the new funding period. Click Cancel if you need to return to the Copy Program Application screen without removing these components. Component Name: Wake County Teen Court, Type: Teen Court

Note: By not copying the Teen Court Component into the new FY 12-13 Program Application, the Budget Narratives, Measurable Objectives, and Sources of Revenue will all need to be adjusted to reflect the decreased cost and goals for this Program Application.

Return to <u>Step 4</u> of this document to complete the application process.

# Copy Deactivated Component

If a component was not previously copied, it is considered deactivated for the current fiscal year application process. Users have the ability to Copy a Deactivated Component from the Program Application Information page, which will reactivate the component for the current year application.

## **Program Application Information**

